

CONFIDENTIAL

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7 SEP 1988

MEMORANDUM FOR: Director, Security Evaluation Office

VIA: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

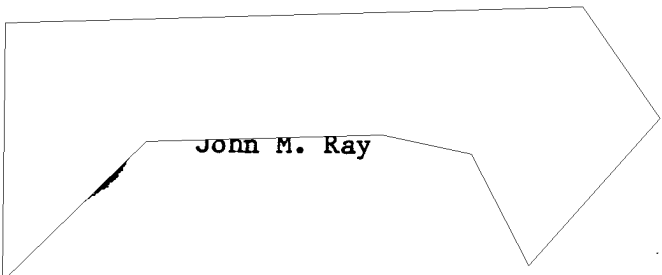
SUBJECT: SEO Temporary Space-Third Floor/Key Building

REFERENCE: Memo for D/OL, fm D/SEO dtd 24 Aug 88, same subject

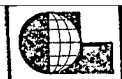
25X1 1. Your request for additional temporary space on the third floor of Key Building is approved. Room 306 at Key Building, approximately  square feet, shall be assigned to SEO until your permanent quarters are available. The space is delineated in the attached floor plan.

25X1 2. I am forwarding a copy of this memorandum to the Real Estate and  
25X1 Construction Division (RECD), which will be responsible for ensuring that Room 306 Key is habitable. A representative from RECD will be in touch with you in the near future.  Acting Chief/RECD, may be reached on extension  should you have any questions.

25X1



John M. Ray

Attachments:  
As stated

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SUBJECT: SEO Temporary Space-Third Floor/Key Building

25X1 OL/FMD/HCS [ ] (2 September 1988)

Distribution:

- Orig - Addressee w/attachments
- 2 - DDA w/attachments
- 1 - OL/RECD w/attachments
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- 1 - OL/FMD/HCS Chrono w/attachments

24 August 1988

MEMORANDUM FOR: Director of Logistics  
FROM: Director, Security Evaluation Office  
SUBJECT: SEO Temporary Space - Third Floor/Key Building

25X1 1. As you know, SEO is temporarily occupying space for [ ] people on the  
third floor of Key Building. I expect this to be filled to capacity by  
mid-September. I will continue hiring people to build toward a full strength  
25X1f [ ] people. We now know that we will not be in our permanent space by  
October. Therefore, I ask that you assign Room 306 at Key Building to SEO and  
allow us to prepare it for occupancy by mid-September. I believe this will  
satisfy our requirements until we move into our permanent space.

25X1 2. If you have any questions on this matter, please contact [ ]  
25X1EO Logistics Officer, on [ ]

25X1

25X1

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